

Staff Summary Report



Council Meeting Date:

5/20/2010

Agenda Item Number: _____

SUBJECT: Request approval of one-year renewal of contracts with Basic Chemicals, LLC, Brenntag Pacific, Inc. and Hill Brothers Chemical Company for the purchase of water and wastewater treatment chemicals for the Water Utilities Department.

DOCUMENT NAME: 20100520fst17 PURCHASES (1004-01)

COMMENTS: (WUD09-080-01, 02 and 03) Total contract amount shall not exceed \$250,000 for the one year renewal term.

PREPARED BY: Ted Stallings, CPPB, Procurement Officer, 480-350-8617

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Hawkes, Water Utilities Manager, 480-350-2660

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Jerry Hart, CPA, Financial Services Manager, 480-350-8505

FISCAL NOTE: Sufficient funds have been appropriated in various cost centers in the Water Wastewater Fund for the anticipated expenditure in the current fiscal year.

RECOMMENDATION: Approve the renewal of the contracts.

ADDITIONAL INFO: Background Information

These contracts provide sources for the purchase of water and wastewater treatment chemicals for the Water Utilities Department. This is the first of four renewal extensions.

Contractor Performance

Basic Chemicals, LLC, Brenntag Pacific, Inc. and Hill Brothers Chemical Company were rated by the Water Utilities Department on the following criteria:

- Personnel responsiveness, cooperation and availability
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow up in resolving complaints or problems
- Promptness in submitting accurate invoices

In all categories, Basic Chemicals, LLC, Brenntag Pacific, Inc. and Hill Brothers Chemical Company received scores indicating they were meeting or exceeding standards as established by the contract. It is the recommendation of the department to renew the contract.

No cost increase has been requested by the Contractors.